

# Environmental Assessment (EA) Preparation

## Categorical Exclusion (CE) Preparation

### Introduction

The Project Development and Environmental Analysis Branch (PD&EA) will send out a “start of study” letter requesting input from the TESSB to prepare the Environmental Document for the project. Example 10 illustrates the start of study letter. It should be noted that some procedures listed below may have been completed if this project has recently been through the Scoping Cost Estimate process. Be sure the most recent information is in the file.

### Step By Step Procedure

1. Enter type of review into Plan Review Database as **EA or CE Preparation**. PD&EA sets the due date. Pull the project file.
2. Prepare EA, CE, FONSI or EIS Preparation for letter (Example 11) to ATE. Copy the Division and Traffic Control. Copy Traffic Management & Signal Systems Unit (Troy Peoples) if signals and/or ITS were included at Scoping. Copy Signing if signing provided estimate at scoping. Copy Traffic Operations if they have not been previously notified of project). The form letter is located at:  
TECM31/cm/common/formlet/**ea(ce)**/prep/...Be sure to include the letter from PD&EA, vicinity map, and volumes (if available).
3. If no volumes, ask requesting party for updated traffic volumes. Be sure to send traffic volumes to ATE.
4. Order contact print of aerial photo.
5. Determine if Access Review has projects in the area. Pull these SC files and note any data that may impact our project. Write SC file numbers on file folder. Retain SC files until review completed.
6. Check current Thoroughfare Plans and copy any relevant information into file.
7. Check most recent ADT books for volumes and make copy of the area for file. Some ADTs are available on NCDOT’s website  
[www.dot.state.nc.us/planning/statewide/traffic\\_survey/](http://www.dot.state.nc.us/planning/statewide/traffic_survey/)
8. Breakout traffic volumes (see Appendix A) and get checked by another member of the Squad before beginning any analysis.
9. Complete appropriate analysis and determine specific geometric needs along project. The analysis at this stage will include lane recommendations for intersections as well as appropriate crosssections for project.
10. Prepare response letter to PD&EA, including recommendations (see Example 12). Copy the same groups as in step 2 as well as Roadway (or Design Services). For more information on the cc list, see Appendix G.
11. Enter completion date and relevant comments into Plan Review Database and file.